



DEPARTMENT OF THE NAVY
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23 Mar 20

MEMORANDUM FOR DISTRIBUTION

Subj: EMERGENCY OPERATION CENTER DIRECTIVE 20-002: DISINFECTING YOUR FACILITY WITH A SUSPECTED CONFIRMED COVID-19 CASE

Encl: (1) JBPHH COVID-19 Disinfecting Facility Guide

1. In an effort to standardize response plan to slow down the spread of COVID-19 virus on Joint Base Pearl Harbor-Hickam (JBPHH), tenant commands are directed to implement daily disinfecting procedures. All commands are to disinfect areas of facilities where suspected or confirmed cases of COVID-19 have been present. Enclosure (1) is provided as a guidance.
2. For any questions or concerns regarding this matter, please email JBPHH EOC Medical Team via email: albert.j.lee23.mil@mail.mil or mitchell.g.murphy2.mil@mail.mil.

A handwritten signature in black ink, appearing to be "T. L. Harris", is positioned above the printed name.

T. L. HARRIS
By direction

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Any misuse or unauthorized disclosure of this information may result in both criminal and civil penalties.

Disinfecting Your Facility with a Suspected/Confirmed COVID-19 Case



- **Close off areas** used by the sick person. Shutdown of the entire facility not always necessary; use path of infected individual(s).
- **If available, open outside doors and windows** to increase air circulation in the area.
- Clean and disinfect **all areas used by the sick person** (according to the below guidance), such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.

When cleaning:



- **Wear disposable gloves for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash (such as gown and facemask).
 - PPE should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for at least 20 seconds.
 - Always wash immediately after removing gloves and after contact with an ill person.
 - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- **Additional key times to wash hands** include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).

For managers:



- **Educate personnel who are performing the cleaning** to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.



How to clean and disinfect:



Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.

High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- **Use diluted household bleach solutions** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water

OR

- 4 teaspoons bleach per quart of water
- **Alcohol solutions with at least 70% alcohol.**
- **Household cleaners and disinfectants:** Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.

Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping the surface wet for several minutes to ensure germs are killed.
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Most EPA-registered household disinfectant should be effective.



Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.
- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

Electronics



For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**

- Consider putting a **wipeable cover** on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.

Laundry



For clothing, towels, linens and other items

- **Wear disposable gloves.**
- **Wash hands with soap and water** as soon as you remove the gloves.
- **Do not shake** dirty laundry.
- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- Dirty laundry from an ill person **can be washed with other people's items.**
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.



Trash

Disposing of items used for cleaning

- Items used for cleaning are **considered standard trash** and can be disposed of normally using lined trash cans.
- CDC's guidance states that management of laundry, food service utensils, and medical waste should be performed in accordance with routine procedures. There is no evidence to suggest that facility waste needs any additional disinfection.

*Personnel should continue to monitor CDC guidance: www.cdc.gov